

Minor Subdivision Review in Sangamon County

SPRINGFIELD-SANGAMON COUNTY REGIONAL PLANNING COMMISSION INFORMATION SERIES

The minor subdivision process is designed to allow an abbreviated review and approval process for small subdivisions. It may be used if all of the following conditions are met:

- There are four (4) or fewer lots, counting the remainder of the original tract from which the lots are created;
- All lots front on an existing public road from which access is permitted;
- The property to be subdivided is within a Fire Protection District; and
- It is within Sangamon County's subdivision jurisdiction. The jurisdiction includes all land in Sangamon County outside the corporate limits of cities and villages.

The Minor Subdivision Process

The steps listed below are a general outline of the minor subdivision process. The Sangamon County Land Subdivision Regulations provide specific details of the requirements and procedures.

- 1) The subdivider submits test well data, soils maps, and 19 copies of the location map to the Planning Commission (see address to the right). Section 16 of the Sangamon County Subdivision regulations lists the information that must be included on the location map.
- 2) The Planning Commission distributes the location map to effected agencies who then provide comments or note state requirements applicable to the subdivision. Based upon this review, and within two weeks after receipt of the location map, the Commission's Executive Director recommends approval or disapproval of the subdivision to the County Board's Public Health, Safety and Zoning Committee.
- 3) The Public Health, Safety and Zoning Committee then approves or disapproves the location map. An approved location map is valid for one (1) year following Committee approval. If no final plat is submitted and approved within this one year period, the location map expires.
- 4) After the appropriate zoning is granted and the location map is approved, the final plat can be submitted. The following should be considered in preparing the final plat:
 - A) Comments received with the location map approval;
 - B) Conveyance in fee simple of right-of-way and driveway access requirements;
 - C) County zoning requirements;
 - D) Easements requested by public and private utility companies; and
 - E) Designation of buildable areas and areas reserved for wells or private sewage systems.

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- 5) Eighteen (18) copies of the final plat should be submitted to the Planning Commission along with a receipt for the \$200 filing fee, which is payable at the County Clerk's office in the Sangamon County Complex. The final plat must be prepared by an Illinois Professional Land Surveyor.
- 6) All accompanying documentation must be submitted at the time the final plat is submitted: i.e., covenants, soils mapping results, private sewage disposal exhibit, and so forth.
- 7) Solis mapping/analysis must be performed by a licensed Illinois Soil Classifier or licensed professional engineer. No soils analysis should be conducted without notifying the County Public Health Department (217-535-3100) at least 24-hours in advance. The results of the soil mapping should be submitted to the County Public Health Department (2501 North Dirksen Parkway) for review and approval.
- 8) The Planning Commission's Land Subdivision Committee then reviews the final plat to determine if it meets the requirement of ordinance. If the Land Subdivision Committee recommends the approval of the minor subdivision, the subdivider submits the original and eight (8) prints of the final plat to the Planning Commission for endorsement. The following certificates must also be included:
 - A) Owner's certificate;
 - B) Property tax certificate from the County Clerk;
 - C) Certificate of a registered land surveyor;
 - D) Drainage certificate signed by the owner and the licensed professional engineer; and
 - E) The owner's certification of school district.

Copies of the certificates are usually provided by the land surveyor.

- 9) The Sangamon County Board reviews the subdivision and the Board may, by resolution, approve the subdivision and authorize the Chairman to sign the plat.
- 10) The final plat is then ready to be recorded. No lots may be sold until the plat is recorded. To record the plat, the land surveyor must deliver the signed original and three (3) copies of the final plat and subdivision covenants, if applicable, to the Recorder of Deeds office.

This outline is intended to be a general guide to the minor subdivision process. It does not replace any requirements of the Sangamon County Subdivision Regulations and does not describe the process for property under the jurisdiction of municipalities located in Sangamon County. It is necessary for the engineer/surveyor to have a copy of the current regulations of the appropriate jurisdiction to ensure that all requirements are met. Copies of the County regulations can be purchased from the Planning Commission.



If you have questions about the process or would like to make an appointment to discuss a proposed subdivision, please call the Planning Commission at 217-535-3110.